

## Agenda

### DSC Contract Management Committee

**09:30 Wednesday 18 January 2023**

**via Microsoft Teams**

(Please refer to your Microsoft Teams invite for the Teleconference details for this meeting)

*Short notice items are in italics*

*\* indicates where the material is expected to be provided late*

Item	Topic	Lead	Category
<b>1. Introduction</b>			
1.1.	Apologies for absence	Chair	Information
1.2.	Alternates		Information
1.3.	Confirm Voting rights		Information
1.4.	Approval of Minutes (14 December 2022)		Approval
1.5.	Approval of Late Papers		Approval
1.6.	Review of Outstanding Actions		Discussion
<b>2. Approvals</b>			
2.1.	DRR Additional Prime and Sub Reporting and Latest Read	CSDP (DA)	Approval
2.2.	Change Pack 31104-Ammendments to DSC Documents	CDSP (DA/AC)	Approval
2.3.	DRR – Update to DPM Conditionality Document to reflect the release of data to a User who is recorded as a Registered User on CSS	CSDP (DA)	Approval
2.4.	DPM v22	CSDP (ER)	Approval
2.5.	XRN5610 New Service Lines to support the FWACV Service	CSDP (AC)	Approval
<b>3. Business Plan Updates</b>			
3.1.	BP updates	CDSP (DT)	Information
<b>4. Class 1 Read Service</b>			
4.1.	Indicative Class 1 Read Service rates from 01 April 2023	CDSP (ER)	Information
4.2.	DSC Class 1 Read Service Supporting documents (for awareness)	CDSP (ER)	Information
<b>5. Monthly Contract Management Report</b>			
5.1.	KPM Update*	CDSP (AS)	Information
5.2.	KPM – Customer Relationship Survey Results	CDSP (DTh)	Information
5.3.	Monthly Contract Management Reports	CDSP (AC)	Information
5.4.	Xoserve Incident Summary	CDSP (PW)	Information
5.5.	Issue Management Dashboard	CDSP (MD)	Information
5.6.	GRDA Reporting	CDSP (DA)	Information
<b>6. Information Security Update</b>			
		CDSP (LW)	Information

<b>7. Financial Information</b>	CDSP (JMa)	Due Feb
<b>8. Business Continuity Plan</b>	CDSP (LW)	Information
<b>9. Contract Assurance Audit</b>	CDSP (HH)	Due Feb
<b>10. Key Committee Updates</b>		
<b>10.1.</b> DSC Change Management Committee	CDSP (JG)	Information
<b>10.2.</b> REC updates to DSC	CDSP (DA)	Information
<b>10.3.</b> REC IA Report – R0067	CDSP (DA)	Information
<b>10.4.</b> Energy Scheme	CDSP	Information
<b>11. Any Other Business</b>		
<b>11.1.</b> CMS Update	CDSP (JW)	Information
<b>11.2.</b> Mod 813	CDSP (ER/KA)	Information
<b>11.3.</b> TBC		
<b>12. Recap of decisions made during meeting</b>	CDSP (AC)	Information
<b>13. Diary Planning</b>	Chair	Information

**Action Table (as of 14 December 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
0802	17/08/22	3.1	Xoserve (AC/DT) to discuss including the Efficiency Review Document within the BP23 prior to publication in September.	Xoserve (AC/DT)	<del>September 2022</del> January 2023	<b>Carried forward</b>
0903	14/09/22	1.7	<i>Bank Holiday Recognition</i> CDSP (DA) to consider a Modification for certain processes to be put in place for Short Notice Bank Holiday announcements.	CDSP (DA)	January 2023	<b>Carried forward</b>
1002	19/10/22	1.6	Xoserve (DD) to provide a timescale of when the invoicing will be included in the DDP Platform and what it will look like.	Xoserve (DD)	January 2023	<b>Carried forward</b>
1102	16/11/22	1.6	Xoserve (DA) to produce a monthly bulletin of the REC changes and how these are linked to the XRNs/Change Proposals.	Xoserve (DA)	January 2023	<b>Carried forward</b>
1104	16/11/22	10.2	Xoserve (DA) to include a link into the GRDS items to provide detail of the consultations of what has been highlighted regarding the REC Change Pipeline.	Xoserve (DA)	January 2023	<b>Carried forward</b>
1201	16/12/22	1.6	Xoserve (AC) to update the table provided as part of action 1101 to ensure that it includes the publication dates of all versions of the Annual Charging Statements	Xoserve (AC)	January 2023	<b>Pending</b>
1202	16/12/22	3.1	Xoserve (DT) to investigate reinstating the customers consultations responses and	Xoserve (DT)	January 2023	<b>Pending</b>

**Action Table (as of 14 December 2022)**

Action Ref	Meeting Date	Minute Ref	Action	Owner	Target Date	Status Update
			Xoserve's responses into a consolidated table as per the process used for 2021.			
1203	16/12/22	6.0	Xoserve (LW) to carry out a Bench Marking exercise against other external parties (similar market organisations), specifically in relation to the target of level 4 and report back at the January CoMC	Xoserve (LW)	January 2023	<b>Pending</b>